

## Office of Dissemination

May 15, 2017

Date Item(s) Required: \_\_\_\_\_

Supplies/Services Required **[\*\* Attach vendor quote or include item specific URL below \*\*]**

[illegible]

TOTAL PURCHASE COST: \_\_\_\_\_

Purpose &amp; Additional Information [e.g.; URL, Size, Color, “Ship To,” other options, etc.]

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### IMPORTANT NOTES:

- **TRAINING?** Attach the Standard Form 182.
- Vendor **MUST** accept credit card for payment.
- **AMAZON, EBAY and PAYPAL** are strongly **DISCOURAGED** and shall only be used as last resort. If used the *REQUESTOR*, must explain why no other vendor can supply the item(s).
- **CONFERENCE REGISTRATION Fee:** If meals and or lodging is included in the fee, the requester must use their government travel or personal credit card to pay the registration.

**ROUTING and APPROVALS:**

Requestor: \_\_\_\_\_

This purchase is for official Government Business Only.

Supervisor: \_\_\_\_\_

Approved

Approving Official: \_\_\_\_\_

Approved

Budget Officer: \_\_\_\_\_

Funds are available.

Cardholder: \_\_\_\_\_

This purchase does not exceed Card Holder's single or monthly limit.